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4 November 1960

RECORDS KEEPING COSTS

Source: Records Engineering Inc., (In conducting GSA Survey, February 1954)

Cost of Microfilm 16,000 pieces of paper	$240.00
Cost for one year to store 16,000 pieces of paper in Records Center for one year	3.60
Cost to store one piece of paper one year in Records Center	.0022
Cost to Microfilm one piece of paper	.025

* *

Source: Second Hoover Commission, January 1955

Cost to microfilm 16,000 pieces of paper - $320 ($20 per 1,000 pieces, or $ .02 each)
Cost to store 16,000 pieces of paper in Records Center for one year - $4.80 ($ .003 per piece of paper).
Cost to Microfilm one piece of paper $ .02

* *

Source: Agency Experience, 1960

See attachment dated 30 June 1960

Re: Costs to store One Cu. Ft. of Records (2,000 pieces of paper) For One Year.

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Costs to Store One Cu. Ft. of Records (2,000 pieces of paper) For One Year.

AGENCY OFFICE COSTS

Equipment

The pro-rata cost for 8 cu. ft. capacity filing equipment is $259. Amortized over 20 years, this equipment would cost $12.95 per year or $1.62 for one cubic foot capacity- - - - - - - - - - - - - - - - - $ 1.62

Space

One cubic foot of records requires one square foot of floor space 2.50

Personnel

One employee can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency"). Salary to service one cu. ft. one year by a GS-4 @$4,355 a year would be $ 45.36

Total cost of storing 1 cubic foot of records per year in office space- 49.48

COST OF STORING 1 PIECE OF PAPER PER YEAR IN OFFICE SPACE- - - 2.4 cents

AGENCY RECORDS CENTER COSTS

Space and Shelving

Construction cost of Center including equipment- - - - - - - - - 686,889.00
Total cost per year based on 20 years amortization - - - - - - - $34,344
Cost per cu. ft. per year based on 100,000 cu. ft. capacity .34

Records Center Box - .10

Personnel (Fiscal Year 1960)

$97,612 in .01 funds to handle 65,462 cu. ft. of records (59,616 cu. ft. on hand at end of year, 5,846 cu. ft. destroyed during year)- 1.49

Total cost of storing 1 cu. ft. of records per year in Records Center- 1.93

COST OF STORING 1 PIECE OF PAPER PER YEAR IN RECORDS CENTER .009
(Nine-one hundredths of a cent)

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